

Access VandalWeb:

Go to: [Banner Self-Service](#)




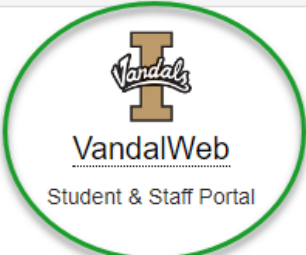


- Home
- Information Technology
- Projects/Workspaces
- Services**
- Knowledge Base
- Project Requests
- Ticket Requests
- My Favorites
- My Recent
- My Approvals
- Services A-Z
- Search

[Service Catalog](#) / [Information Technology](#) / [Administrative Applications](#) / Enterprise Applications

Enterprise Applications

[banner](#) • [sitecore](#) • [famis](#) • [vandalweb](#) • [argos](#)

Banner Applications


 Banner 9 Supplemental Forms	 VandalWeb Student & Staff Portal	 Evisions Argos, Form Fusion, Intellectcheck	 Workflow Banner Workflow Client
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University of Idaho VandalWeb

- Personal Information
- Students
- Financial Aid & Scholarships
- Employees
- Finance
- Advancement
- Sponsored Programs

Search

Main Menu

- Personal Information
- Employees 
- Students
- Student Financial Aid & Scholarships
- Finance
- Advancement
- Sponsored Programs

RELEASE: 8.8

Search Go

Employee Main Menu

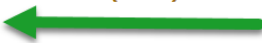
myBenefits

Links to the myBenefits enrollment site.

Payroll

Electronic Personnel Action Form (EPAF)

Employee Information



Click here

Financial Tasks

UI Administrative Tasks

Finance Query for Non-Banner Users

Purchasing Service Contract

RELEASE: 8.8

Search Go

Employee Information

Banner Employee Profile



Click here

Employee Account Center

Use this to view your employee account transactions; if you have a balance, you may pay it with a credit card.

Current and Past Job History

Historical information on current and past jobs.

Employee Development and Learning Course Catalog

Register for current employee learning opportunities. Located outside of the Employee Web Interface.

List of Direct Reports (For Supervisors Only)

Show a list of your direct reports. Supervisor use only.

Target Annual Pay

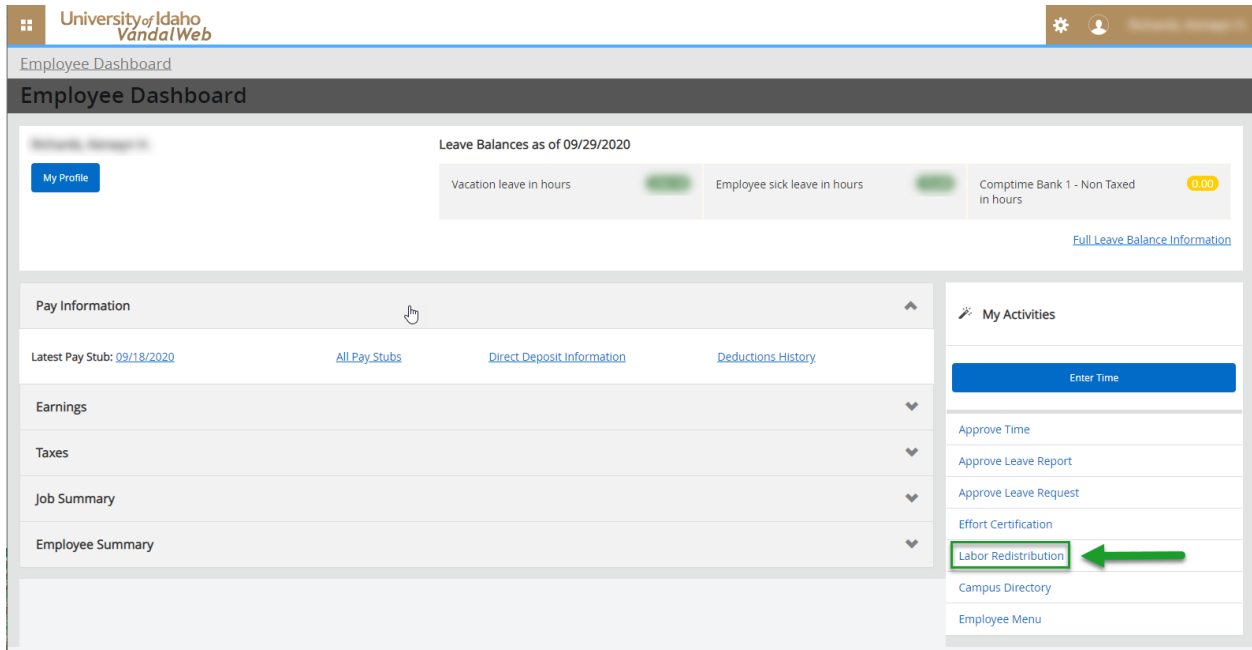
See how Target Annual Pay is calculated

Salary Agreements

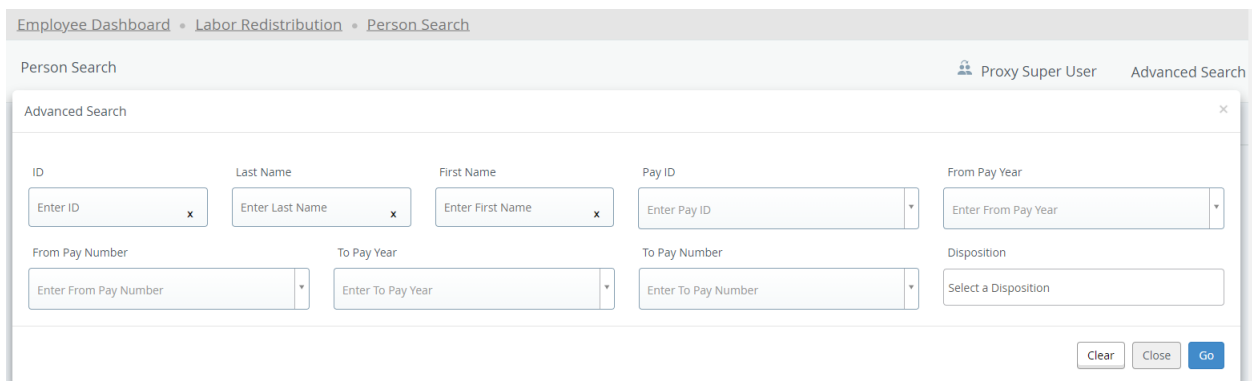
Review and sign your salary agreement/letter.

RELEASE: 8.8

Click the Labor Redistribution link located in the bottom right corner box.



When the labor redistribution screen opens, it may default to “Advanced Search” (If not, open Advanced Search box). This is where you can search for a specific record or click the “x” in the upper right corner to close the search box.



To search for the record that will be corrected, enter the following parameters into the advanced search.

- ID = Employee’s V#
- Pay ID = UI (must choose in drop down – do not type)
- From Pay Year = payroll calendar year (i.e. 2020)
- Click “Go”

Advanced Search x

ID

Name

Pay ID

From Pay Year

From Pay Number

To Pay Year

To Pay Number

Disposition

Note: More parameters can be entered to narrow the search.

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>				2020	UI	1	0	70, Complete	
<input type="checkbox"/>				2020	UI	2	0	70, Complete	
<input type="checkbox"/>				2020	UI	3	0	70, Complete	
<input type="checkbox"/>				2020	UI	4	0	70, Complete	
<input type="checkbox"/>				2020	UI	5	0	70, Complete	
<input type="checkbox"/>				2020	UI	6	6	70, Complete	
<input type="checkbox"/>				2020	UI	7	2	70, Complete	

Lock Symbol: If this appears, the employee has already certified their effort report. A payroll cost transfer cannot be processed unless the effort report is unlocked. Contact OSP with justification as to why the effort report needs to be unlocked. It is important to ensure people do not certify their effort report unless the payroll is correct. Unlocking a locked record is a last resort and should be avoided. However, if an “unlock” is required, please contact osp-effort@uidaho.edu to request the effort report be unlocked.

Notes about sponsored project related labor redistributions:

Labor redistributions on grants are a red flag to auditors indicating that we have not monitored grants as we should. The first preference is to appoint employees via an EPAF to the correct grant fund so that payroll charges will match effort. If there is a delay in funding, an early setup request should be submitted to OSP so EPAFs can be completed and payroll can post correctly. If, as a last resort, a labor redistribution is required you must provide the following:

- Initiators must include the grant code in the comments.
- Justification must include how the employee’s effort relates to the costs being transferred and how this error occurred.
- Include specific internal controls that will be implemented from the date of this redistribution forward. OSP will not approve redistributions that contain the same updates to internal controls since internal controls should eliminate the need for future transfers.
- If this request is over 90 days, include the extenuating circumstances surrounding the delay in processing.

- If the PCT is for a graduate student and they had tuition charged proportionally, then the tuition charges need to be adjusted to maintain the proper proportions.

To generate the payroll cost transfer, check the box next to the affected pay period (multiple pay periods can be checked). Then click “Open”.

Person Search Approvals

Additional Criteria Find Replace **Open**

Person Search Results

Select	Batch ID	Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
<input type="checkbox"/>				2020	UI	1	0	70, Complete	
<input type="checkbox"/>				2020	UI	2	0	70, Complete	
<input type="checkbox"/>				2020	UI	3	0	70, Complete	
<input type="checkbox"/>				2020	UI	4	0	70, Complete	
<input checked="" type="checkbox"/>				2020	UI	5	0	70, Complete	
<input type="checkbox"/>				2020	UI	6	6	70, Complete	

Make sure the appropriate pay type is being corrected by clicking on the correct shift.

Initiator Comments Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	852928	223827	852	E4105	02ORF		0.33	32.70%	\$271.70
V	852966	100000	852	E4105	01INX	(A)852GED	0.67	67.30%	\$559.18

Pay Periods & Earn Codes

2020 UI 5, Sequence 0

000463 - 00, DPA Shift 1 Effective 11/03/2019

000463 - 00, Reg Pay Shift 1 Effective 11/03/2019

Redistribution Details

2020 UI 5, Sequence 0 02/09/2020 - 02/22/2020

Disposition 70, Complete

Status

****NOTE – If the redistribution is not date sensitive always use Reg pay first. Reg pay is indicated by earn codes such as **REX, RAY, RTH, RCL, etc.** If there is not enough payroll on the Reg pay earn code for a given pay period on the budget specified, then **Holiday (HOL), sick pay (SIC), Vacation/Annual Leave(VAC), FMS(FMLA Sick), CVQ(COVID-19 Telework) or OTP (Overtime pay)** should be used to make up the difference.**

If this is a redistribution that is date sensitive (e.g. a grant ended 6/30 and we have to move off any payroll posted after 6/30) then please use the actual earning codes for the payroll posted during the unallowable period.

Also note, the **DPO** earn code will not move any salary expense, only **fringe benefits**. For academic year faculty who work only during the academic year, but are paid over the entire fiscal year (spread pay) when their salary is earned, it is expensed to the departmental budget using earn code DPA. It is then moved to a Central budget until it is to be paid out. During the spread pay period, their salary is paid out on earn code DPO and pulled out of the Central budget. Fringe benefits are NOT deferred in this manner and are expensed against the departmental budget as they are paid out with the DPO earn code. Therefore, we can move fringe benefits by themselves when we move the DPO earn code.

Then click the “Edit” icon.

The screenshot shows the 'Update Distributions' window. At the top, there are tabs for 'Initiator', 'Comments', and 'Routing Queue'. Below this is a table titled 'Current Distributions' with columns: COA, Index, Fund, Orgn, Account, Program, Additional Components, Hours, Percent, and Amount. Two rows are visible:

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	852928	223827	852	E4105	02ORF		26.16	32.70%	\$905.66
V	852966	100000	852	E4105	01INX	(A)852GED	53.84	67.30%	\$1,863.94

On the right side, there are two sections: 'Pay Periods & Earn Codes' and 'Redistribution Details'. The 'Pay Periods & Earn Codes' section shows '2020 UI 5, Sequence 0' and two earn codes: '000463 - 00, DPA Shift 1 Effective 11/03/2019' and '000463 - 00, Reg Pay Shift 1 Effective 11/03/2019'. The 'Redistribution Details' section shows '2020 UI 5, Sequence 0' for the period '02/09/2020 - 02/22/2020' with a disposition of '70, Complete'. An 'Edit' icon (a square with a pencil) is highlighted in the top right corner of the table.

Click the left arrow for the line (or both lines) that needs to be updated.

This screenshot shows the 'Update Distributions' window with the first line selected. The 'COA' is 'V' and the 'Posting Date' is '09/30/2020'. There is a 'Change All' checkbox. The table below has the first line highlighted in blue, and a left-pointing arrow icon is highlighted in the left margin next to it.

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
NIFA Women Farmers on the Rise852928	223827	852	E4105	02ORF	26.16	32.70%	905.66
Sociology & Anthropology852966	100000	852	E4105	01INX	53.84	67.30%	1,863.94

At the bottom, there is a 'Current Summary' section showing 'Hours: 1.00', 'Percentage: 100%', and 'Amount: \$830.88'. Below the table are buttons for 'Cancel', 'Round', 'Add Line', and 'OK Changes'.

One line open:

The 'One line open' dialog box is shown, allowing for the selection of a specific line. It contains the following fields:

- Index: 852928
- Fund: 223827
- Orgn: 852
- Account: E4105
- Program: 02ORF
- Hours: 26.16
- Percent: 32.7
- Amount: 905.66

Below these fields are four more dropdown menus: Activity, Location, Project, and Cost.

Both lines open:

Once the line is expanded, any changes can be made on an existing line or a line can be added by clicking the “Add Line” icon in the lower right corner.

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
852928	223827	852	E4105	02ORF	40	50	1384.8
Activity: <input type="text"/> Location: <input type="text"/> Project: <input type="text"/> Cost: <input type="text"/>							
852966	100000	852	E4105	01INX	40	50	1384.8
Activity: 852GED Location: <input type="text"/> Project: <input type="text"/> Cost: <input type="text"/>							

Current Summary: Hours: 1.00 Percentage: 100% Amount: \$830.88 Updated: Hours: 1.00 Percentage: 100% Amount: \$830.88

If you are adding a new line, click the “Add Line” icon. A new box will appear where the new information can be added. Complete each box beginning with the index (the FOAPAL will flood in). Enter the Account (E-code). Enter either the hours, percent, or amount. If one of these is entered, the others will flood in with the appropriate calculation. Click the “Round” icon to ensure there are no rounding errors.

Index	Fund	Orgn	Account	Program	Hours	Percent	Amount
741972	100000	741	E4105	01INX	60	75	2510.4
Activity: 741GED Location: <input type="text"/> Project: <input type="text"/> Cost: <input type="text"/>							
741948	223366	741	E4105	02ORF	20	25	836.8
Activity: Enter Activity Code Location: Enter Location C... Project: Enter Project Code Cost: Enter Cost Code							

Current Summary: Hours: 80.00 Percentage: 100% Amount: \$3,347.20 Updated: Hours: 80.00 Percentage: 100% Amount: \$3,347.20

Once your changes are complete. Click “OK Changes”.

Then click “Save”

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	827910	211322	827	E4105	01DRF		0.00	20.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	80.00%	\$0.00

Delete Updates Erase **Save** Submit

Once the changes are saved, click on the “Comments” tab to enter justification for the payroll cost transfer. If this is a change to a grant, please include the grant code in the comments. Then click “Add Comment”. **(See page 4 for the comments required on sponsored programs redistributions.)**

Initiator **Comments** Routing Queue

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	827910	211322	827	E4105	01DRF		0.00	13.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	87.00%	\$0.00

Pay Periods & Earn Codes

2020 UI 9, Sequence 2

000441 - 00, CVReg EX Shift 1 Effective 01/12/2020

P, 000441 - 00, Reg Pay Shift 1 Effective 01/12/2020

Redistribution Details

Enter justification for the changes. If this is for a grant, make sure to add the grant code in the comments.

Remaining Characters : 3,891

Add Comment

Then return to the "Initiator" tab and click "Submit".

Current Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	827910	211322	827	E4105	01DRF		0.00	13.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	87.00%	\$0.00

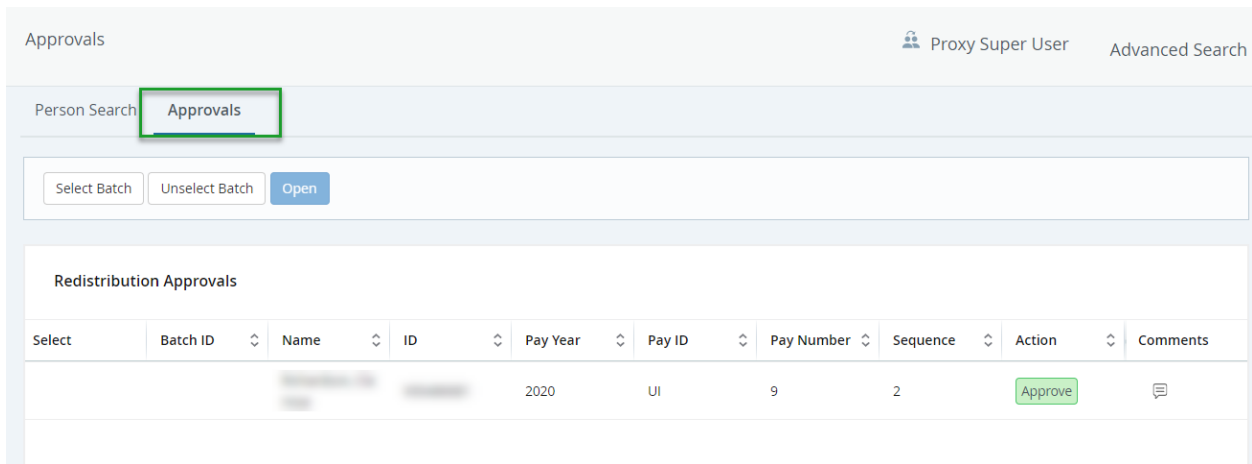
Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	827910	211322	827	E4105	01DRF		0.00	20.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	80.00%	\$0.00

Delete Updates Erase Save **Submit**

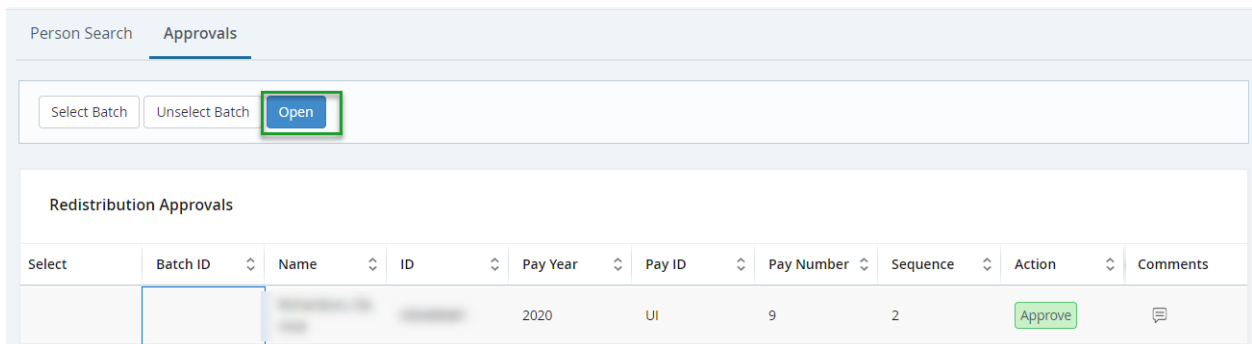
Approving a payroll cost transfer:

Once an initiator has submitted a change, it will be listed in the approver's queue.



The screenshot shows the 'Approvals' page with the 'Approvals' tab selected. Below the navigation bar, there are buttons for 'Select Batch', 'Unselect Batch', and 'Open'. The main content area is titled 'Redistribution Approvals' and contains a table with the following columns: Select, Batch ID, Name, ID, Pay Year, Pay ID, Pay Number, Sequence, Action, and Comments. A single row is visible in the table with the following values: [Select], [Batch ID], [Name], [ID], 2020, UI, 9, 2, [Approve], and [Comments].

To approve changes, open the transaction by double-clicking the line or single-clicking the line to highlight it and then click the “Open” icon.



This screenshot is similar to the previous one, but the 'Open' button and the 'Batch ID' cell in the table are highlighted with a green border. The 'Approvals' tab is also highlighted with a blue underline.

Please note the green approve icon under action does not do anything. You must open the line item to approve it.

Once the transaction is opened, make sure you review the changes, comments, etc. Note, you may need to toggle between the shifts to see the changes. Then click “Approve”.

V	827910	211322	827	E4105	01DRF		0.00	13.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	87.00%	\$0.00

Updated Distributions

COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	827910	211322	827	E4105	01DRF		0.00	20.00%	\$0.00
V	827948	100000	827	E4105	01INX	(A)827PCS	0.00	80.00%	\$0.00

Return for Correction
Approve

000441 - 00, CVReg EX Shift 1 Effective 01/12/2020

000441 - 00, Reg Pay Shift 1 Effective 01/12/2020

Redistribution Details ^

2020 UI 9, Sequence 2 04/05/2020 - 04/18/2020

Disposition 48, Pre-Approve Update

Status In Process

Hours 0.00

Amount \$0.00

Percent 100.00%

Originator [Redacted]

Posting Date 09/30/2020

Comments Exist

To review the Routing Queue, click on the "Routing Queue" tab.

Redistribution Details: 000441

✕

Redistribution Comments Routing Queue

Richards, Kenwyn H.
 Additional Col of Letters, Arts & Social Sci.
 Sequence 9.00 Approve
 ✓ Posted on 09/30/2020 at 14:27:08 by Richards, Kenwyn H. | E-mail

Smith-Sarkkinen, Cheyenne K.
 Group Budget Office, BUDGET
 Sequence 20.00 Approve
 ⚠ Pending | E-mail

McNeill, Brittni T.
 Group General Accounting Approval, GNRLACCT
 Sequence 25.00 Approve
 ⚠ Pending | E-mail

Add Member

Pay Periods & Earn Codes ^

2020 UI 9, Sequence 2

000441 - 00, CVReg EX Shift 1 Effective 01/12/2020

000441 - 00, Reg Pay Shift 1 Effective 01/12/2020

Redistribution Details ^

2020 UI 9, Sequence 2 04/05/2020 - 04/18/2020

Disposition 48, Pre-Approve Update

Status In Process

If disapproval is needed, click “Return for Correction”.

Updated Distributions									
COA	Index	Fund	Orgn	Account	Program	Additional Components	Hours	Percent	Amount
V	821999	120015	821	E4106	04ACS	(A)787ADM	80.00	100.00%	\$1,618.40

[Return for Correction](#) [Approve](#)

Then a comment box will pop up where the reason for returning it can be noted. Then click “Confirm”.

Add Comments x

Delete the activity code|

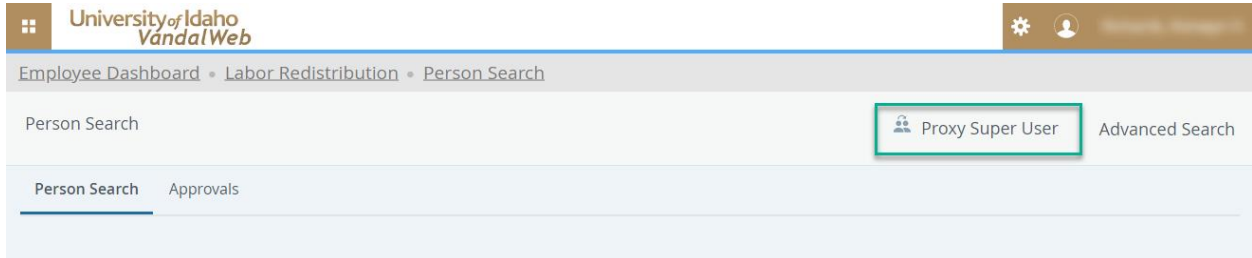
Remaining Characters : 3,975

[Cancel](#) [Confirm](#)

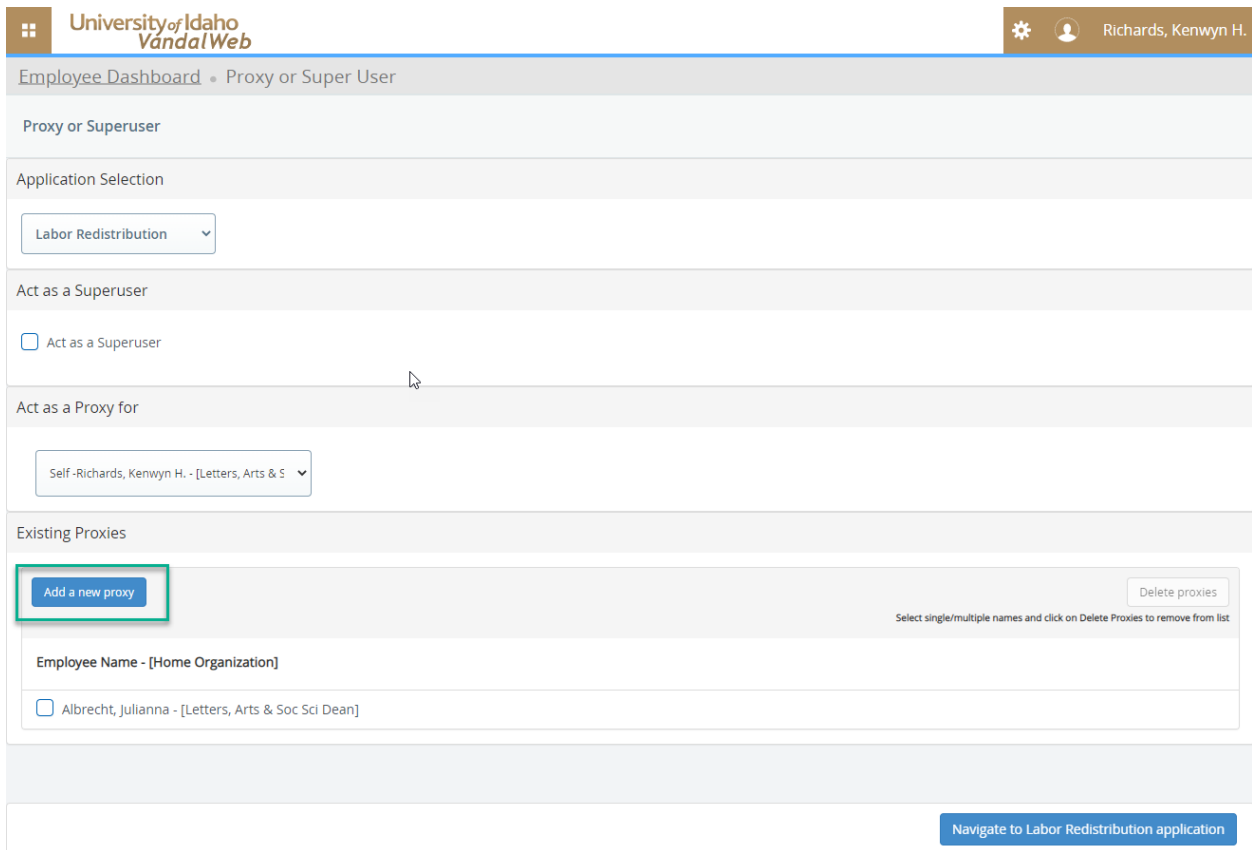
How to add a Proxy:

If a designated approver will be out or unable to perform their duties as an approver, a proxy approver can be assigned.

Return to main menu and choose “Proxy Super User”.



Click “Add a new proxy”



Begin typing the last name of the person you would like to add in the “select employee” drop-down menu. The system will search for the person indicated (this takes a few seconds). When you identify the correct person, click their name. This will add the person to the “Existing Proxies” list.

The screenshot shows the 'Existing Proxies' section of a web application. At the top left is a blue button labeled 'Add a new proxy'. To its right is a search dropdown menu with the placeholder text 'Select Employee to add as Proxy'. The dropdown menu is open, displaying a list of search results: '*ERROR* Name with rule ELPFMI not found for ID: - [null]', 'Abatzoglou, John T. - [Geography]', 'Abbott, Ann M. - [Mathematics]', and 'Abd El-Fatah, Samir S. - [Safety Office]'. Below the search dropdown is a table with the header 'Employee Name - [Home Organization]'. The first row contains a checkbox and the text 'Albrecht, Julianna - [Letters, Arts & Soc Sci Dean]'. To the right of the table is a 'Delete proxies' button. Below the table, there is a small instruction: 'Select single/multiple names and click on Delete Proxies to remove from list'.

This screenshot shows the 'Existing Proxies' section after a proxy has been added. The 'Add a new proxy' button is now disabled. The search dropdown is closed. The table under 'Employee Name - [Home Organization]' now has two rows: 'Albrecht, Julianna - [Letters, Arts & Soc Sci Dean]' and 'Mahoney, Trina - [University Budget Office]'. The 'Mahoney, Trina' row is highlighted with a green border. The 'Delete proxies' button remains on the right. Below the table, the same instruction is present. At the bottom right of the interface, there is a blue button labeled 'Navigate to Labor Redistribution application'.

Note: the people in your “Existing Proxies” list will show up in the person’s “Act as proxy for” list on their end. Make sure you have others follow the steps on pages 13 and 14 to set you up as a proxy in their list as well. This will ensure each person can choose a proxy when needed.

The screenshot shows the 'Act as a Proxy for' section. It features a dropdown menu with a green border around it. The dropdown menu is open, showing a single option: 'Self-Richards, Kenwyn H. - [Letters, Arts & S]'. The text 'Act as a Proxy for' is visible above the dropdown.

Once complete, click “Navigate to Labor Redistribution application” button.

This screenshot shows the 'Existing Proxies' section, identical to the previous one, but with the 'Navigate to Labor Redistribution application' button at the bottom right highlighted with a green border.

Argos Reports:

There are two reports for tracking the progress of a labor redistribution:

1. Finance/Production/Departmental Financial Reporting/Labor Redistribution/Labor Redistribution

The screenshot shows the 'Labor Redistribution Routing Queues' report interface. It features a header with the University of Idaho logo and the report title. Below the header are three main sections: 'Required Parameters', 'Optional Parameters', and 'Dashboard Controls'. The 'Required Parameters' section includes dropdown menus for 'Payroll Year(s)', 'Pay Number(s)', 'Status', and 'Routing Queue'. The 'Optional Parameters' section includes input fields for 'Member Banner ID', 'Employee V#', and 'Level 3 Code'. The 'Dashboard Controls' section contains 'Comments', 'Labor Redistribution', and 'Start Over' buttons. Below these sections is a table with columns: Pay Period, Status, Status Date, Disposition, Disposition Description, Vandal ID, Employee, Routing Queue, Queue Member, Member Action, Action taken, and Proxy for. A 'Routing' button is located above the table.

Enter the pertinent parameters and click “Routing”. This will show where the labor redistribution is in the process.

2. Finance/Production/Departmental Financial Reporting/Labor Redistribution/Labor Redistribution - Returned for Correction

The screenshot shows the 'Labor Redistributions Returned for Correction' report interface. It features a header with the University of Idaho logo and the report title. Below the header are two main sections: 'Optional Parameters' and 'Dashboard Controls'. The 'Optional Parameters' section includes input fields for 'Originator Banner ID' and 'Employee V#'. The 'Dashboard Controls' section contains 'Comments' and 'Start Over' buttons. Below these sections is a table with columns: Pay Period, Vandal ID, Employee, Originator, Returned by, Returned Date, and Comments. A 'Get Report' button is located above the table.

Enter the pertinent parameters and click “Get Report”. This will show labor redistributions that have been returned for correction.

3. Finance/Production/Departmental Financial Reporting/Detailed Payroll Reporting (V)

University of Idaho

Payroll Detail Reporting

Chart:

Payroll year:

Beginning payroll number: Ending payroll number:

Beginning Transaction Date: Ending Transaction Date:

Orgn/Hierarchy: *Enter an individual orgn, level 3 or level 2 code, or leave blank for all*

Fund Type: *Enter a fund type, or leave blank for all*

Fund Code: *Enter a fund code, or leave blank for all*

Grant Code: *Enter a grant code, or leave blank for all*

Employee ID: *Enter for individual employee reports, or leave blank for all*

Index: *Enter an index, or leave blank for all*

You only need to enter payroll numbers or transaction dates depending on the range you wish to report. Entering both will result in a report by transaction dates.

Required Parameters for reports

<u>Report / Data Selection</u>	<u>Required Parameter</u>
Detailed Payroll Report/Data by Employee	Employee ID
Detailed Payroll Report/Data by FOAPAL	Orgn/Hierarchy
Detailed Payroll Report/Data by Fund	Fund Code
Detailed Payroll Report/Data by Grant	Grant Code
Detailed Payroll Report/Data by Orgn and Employee	Orgn/Hierarchy
Detailed Payroll Report/Data by Fund Type	Fund Type
Payroll Summary by FOAPAL	Orgn/Hierarchy or Index
Detailed Payroll Report/Data by Index	Index

*** any report can be filtered by Fund Type ***

Use this report when assessing payroll that needs to be corrected.